How to Enroll Educators and Students into the WiseHeart[™] Program

The Basic Registration Process

If you or someone else have purchased any type of WiseHeart license and have not yet registered, follow this registration process.

Here are the steps.

- 1) After purchasing a program license, you will receive an email with a License ID and a website address (a url) for getting registered.
- 2) If you've already previously registered, just skip to the login step.

ŀ	+ HeartMath [®] Institute HeartMath Institute eLearning Center					
	First time visitors Register here					
	Returning visitors Log In here					
	Email					
ß	Password Ø					
	Login					
	Forgot Password?					

Otherwise, begin by entering your name, email address and password. Afterward, you will receive a verification code to confirm your account.

+ HeartMath Institute			HeartMath eLearning Verification Code Interv	
	Register		HeartMath eLearning Portal <admin@heartmathelearning.org> to instituteheartmath+395 👻</admin@heartmathelearning.org>	
First Name *	Last Name*			
BillyEducator	Bob		+ HeartMath Institute	
E-Mail Address *	E-Mail Address *		HeartMath Institute el earning Center	3
instituteheartmath+395@	gmail.com		Your beartmathelearning org verification code	
Password *	Confirm Password *		Tour <u>nearmathelearning.org</u> vernication code	
WiseHeart007!	WiseHeart007!			
The minimum password length is lowercase letter, I capital letter, characters allowed in the password Already I	8 characters and must contain at least 1 1 number, and 1 special character.Special nd #호영(영요?);~`=+- Register have an account? Login		Your <u>heartmathelearning.org</u> verification code is 627698	

3) After confirming your account with the verification code, you will receive a Registration Confirmation email with a website address for logging in.

+ HeartMath Institute	+ HeartMath Institute
Confirm your account We have sent a code by email to instituteheartmath+395@gmail.com. Enter	First time visitors Register here Register
it below to confirm your account. Verification code *	Returning visitors Log In here
627698 Didn't receive a code? Send a new code	B Password 1
Confirm Account	Login Forgot Password?

4) After logging in, click on the Add Course button on the WiseHeart panel. Then enter the License ID to enter the course. Click on continue to open up the program.

HeartMath Institute eLearning Center	Welcome to Wiseheart	×
Age 7 to 10 years	↓ Welcome user! Please enter your License ID for this course continue.	to
program that helps children learn skills in self- regulation, communication, and decision-making.	wh-cewhc-S10134107bdz	٥
> Learn More > Add Course	Continue	

Access to WiseHeart

Now that you are successfully registered and added the course, you will have access to the navigation sidebar and the main program content where your WiseHeart journey begins.



From the navigation sidebar on the left, depending on your role, you will be able to add students along with other functions.

What is Your Role Within WiseHeart?

In the design of WiseHeart, we wanted to make this course accessible and flexible for multiple educator roles. What kind of role and type of License ID you have will determine what kind of enrollment functions you have.

For Educator Role

If you purchased or received a 30 seat License ID, your role as an educator allows you to create your classroom and either bulk import students from either an existing database file (CSV/ JSON) or Google Classrooms, or, you can manually add students to your classroom. Students will then receive an email inviting them into the WiseHeart program.

Other Roles

What if you were assigned a classroom by a district, site, or multi-class administrator (maybe even an IT person)?

Being Assigned a Classroom

If you were assigned a classroom by an administrator, the process is easy to follow.

- 1) You will receive an email with your password, name of classroom and a website address for logging in.
- After logging in, you will be taken to the eLearning portal. Click on Enter Course to access the classroom you have been assigned to.



3) Typically, the admin will have pre-populated your classroom with the appropriate students and enabled you to add a few students manually, should the need arise.

Being Added as an Educator

If you were added to the WiseHeart program as an educator by a district, site, or a multi-class license administrator, they wlll allocate a certain number of seats in the course to which you can add students.Once you have been added to the course, you will receive an email with your password and a website address for logging in.

After logging in, you will be taken to the eLearning portal. Click on Enter Course to access the WiseHeart program.



Setting Up Your Classroom

Click on Classrooms on the navigation sidebar to the left.

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	Home Dashboard Classrooms	MY CLASSROOMS			Search:	Ģ	
4 ©	Notifications Packages	Classroom	Educator	No. of students		Actions	
Q	Support					Previous Next	5

Type in the name of the classroom and save.

+\ H	leartMath Institute		Added Educator Educator
•	Home	ADD CLASSROOM	
P	Dashboard	My Classroom / Add Classroom	
	Classrooms	Jesus Flores	
쓭	Students		
¢	Notifications 1		SAVE
6	Packages		
Q	Support		

Inviting an Educator into Your Classroom

Educators may invite another adult into their classroom. For example, they can invite another teacher, teacher assistant or another adult to assist with guiding students through the course.

To invite, click Classrooms on the left sidebar, then click the edit button under Actions.

+ HeartMath Institute	= Wischeart			041352 Educator
in Home	MY CLASSROOMS			•
Classrooms	Show 10 ¢ entries			Search:
A Notifications	Showing 1 to 1 of 1 entries Classroom	Educator	No. of students	Actions
Packages	Herbert		0	
				Previous 1 Next

Next, enter the email address of the adult you wish to invite and then save. After being invited, the educator (or a volunteer) will receive an email with their temporary password, name of classroom and a website address for logging in and entering the course.

+• HeartMath Institute	= Wischert		041352 Educator
A Home	EDIT CLASSROOM My Classroom / Edit Classroom		
Classrooms	Herbert		
Students	Enter a Name for this classroom. Add Students using either	r the import or Add Student buttons.	
Packages	IMPORT FROM CSV / JSON IMPORT FROM GOOG	LE CLASSROOM	ADD STUDENT
Support	Showing 1 to 1 of 1 entries		Jearci
	Name	Student ID	Email
	Shawna Bishop	145721	sb248@gmail.com
	Want to add/Invite someone? rnelson@cvusdorg		Previous 1 Next

Bulk Importing Students

As an educator, you can bulk import groups of students through either a CSV/JSON or a Google Classroom file. The first step is entering the classroom that you will be populating.

Using the navigation sidebar on the left, make sure you click on My Classrooms. Tap the pencil icon in Actions column for the classroom whose student names will be imported into.

+ ♥H	leartMath Institute	=	Wischeart			Added Educator
•	Home		MY CLASSROOMS			•
	Classrooms		Show 10 • entries			Search:
*	Students		Showing 1 to 1 of 1 entries	A Plumer		
¢	Packages		Jesus Flores		0	
0	Support					Previous 1 Next

Now click on either the **Import From CSV** or **Import From Google Classroom** button to selectively add students in bulk from an existing file of student names.

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₽	Classrooms Students		Jesus Flores	Add Students using either the import or Add Student buttons			
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•	Packages Support		Show 10 💠 entries		Search:	I	
5			Showing 0 to 0 of 0 entries				
			■ Name	Student ID	Ŷ.	Email	
				No data available in table			

+♥⊦	eartMath Institute	= Wheeleett		041352 Educator
•	Home Dashboard	IMPORT STUDENTS		 Download sample json file Download sample csv file
	Classrooms	Choose file	Browse IMPORT Cancel	
₩ 4	Students Notifications			

After Bulk Import of Students

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₽	Dashboard		My Classr	room / Edit Classroo	n	
	Classrooms		lesus Fle	ores		
*	Students		Entor a N	ame for this classroop	a Add Students using aither the impact or Add Student butters	
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•	Packages		Show 10	entries		Search:
Q	Support		Showing	1 to 10 of 12 entries		
			•	Name	Student ID	Ç Email
				Lima 12	10015	instituteheartmath+340@gmail.com
				Kilo 11	10014	instituteheartmath+339@gmail.com
				Jullet 10	10013	instituteheartmath+338@gmail.com
				India 9	10012	instituteheartmath+137@gmail.com

Automatically, each student's identification information will fill in. You can edit if necessary. Please note that for passwords, you can click **Generate Password**.

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¢	Home Dashboard Classrooms		EDIT STUDENT TOTAL USER LICENSES: 25 (12 US Students / Edit	ED)				
*	Students Notifications 1		Email address *	Student ID 10014	First name *	Last name *		
0	Packages Support		Assign classroom	Password ******* © Generate Password	Status: 💽 Active		8	
							SAVE	

Manually Adding a Student User

Besides bulk importing groups of students through CSV/JSON or Google Classroom files, you can manually add students to provide access to WiseHeart. Click on the + sign in the upper right above the search box to add a student. Incidentally, clicking on the pencil icon in the Actions column allows editing while the eye icon launches a window of student ID particulars.

+ Y H	leartMath Institute	=	We	elleart:					Added Educator Educator
↑ ₽	Home Dashboard		<mark>MY STU</mark> Total User	DENTS Licenses : 25 (12	Used)				Ø 🕂
	Classrooms		⊘ Mal	Statu	s: Active •				
*	Students		Show 10	entries				Search:	
¢	Notifications 1		Showing 1 to 10 of 12 entries						Show Passwords
Î	Packages		■ Name		Date of registration	Classroom	Added By	Status	Actions
Q	Support		0	Kilo 11	January 10, 2024	Jesus Flores	You (Parent Educator)	Active	2 0
			0	Lima 12	January 10, 2024	Jesus Flores	You (Parent Educator)	Active	20
				India 9	January 10, 2024	Jesus Flores	You (Parent Educator)	Active	
				Jullet 10	January 10, 2024	Jesus Flores	You (Parent Educator)	Active	20

After clicking on the + sign, insert the proper information. You have two options on how to enter passwords:

- 1) You can choose to generate an automatic password until student users are able to create their own passwords after gaining access to the program.
- 2) Customize each student password.

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 ♠ ₽ ₽ ₽ 	Home Dashboard Classrooms		ADD STUDENT TOTAL USER LICENSES: 25 Students / Add	; (12 USED)	~			Ð							
*	Students		Email address *	Student ID		First name *	Last name *								
•	Packages								Assign classroom	Password *	8	Status: 💽 Active			
0	Support			Generate Password				SAVE							

After entering student information and clicking the save button, students will receive an email with log in instructions. If your students are not allowed to receive email, you will need to provide them with their log in information.

Emails Sent to Each Added Student

After adding a student name, through either bulk import or manually, students will receive an email inviting them to log into the course. Students log in with their email and password.

Dear Alpha,						
BillyEducator Bob has invited you to join WiseHeart.						
To login into your account, go to:						
https://heartmathelearning.org/login?course=wiseheart						
Email address: instituteheartmath+400@gmail.com						
Password: WiseHeart007!						
LOGIN						

	WASCHOOT
	instituteheartmath+400@gmail.com
ß	•••••
	Login

Reminder: For students who are not allowed to access their email. the educator will need to provide login information.

Confirmation of Activities in Your Notifications

Here your find a permanent record of your student enrollments, messages to students, and other admin functions.

+ • H	eartMath Institute	= Wischeart	041352 Educator
•	Home Dashboard	NOTIFICATIONS	
	Classrooms	A message sent by you to Shawna Bishop "Welcome to WiseHeart."	(O January 02, 2024
4	Notifications	New student(s) added Shawna Bishop added by you in the classroom - Herbert	() October 07, 2023
•	Packages	New License Added	September 29, 2023
Q	Support	You have been registered for WiseHeart as - Educator	

Viewing Student Work

One of the important features of WiseHeart is reviewing student work through the dashboard. Here you can review completed worksheets, pre-and post-tracker results and word clouds. Please keep in mind that the word clouds work best when you have 5 or more students participating to see a variety of responses.



Sending Messages to Students

After adding students, it is easy to send a message to each participating student or family member.

After clicking on the Students tab in the Navigation sidebar, click on the small box to the left of each added student.

▲ +♥ HeartMath Institute		bart					Educator One Educator			
🟫 Home	Home MY STUDENTS									
Dashboard										
🛱 My Classrooms	Show 10 e	entries				Search:				
Students	Showing 1 to 1	0 of 10 entries					_			
△ Notifications	Select	Name	Date of registration	Classroom	Educator	Status	Action			
Packages		Shubham Chourasia	February, 21, 2023	KG-L	You	Active	20			
	•	brokli test	February, 21, 2023	12TH STANDARD	You (Parent Educator)	Active	20			
	•	mak Doe	February, 21, 2023	KG-L	You (Parent Educator)	Active	20			
		moni Doe	February, 21, 2023	KG-L	You (Parent Educator)	Active	20			
	2	Johni Doe	February, 21, 2023	KG-L	You (Parent Educator)	Active	20			

After clicking on the boxes of the relevant students, press the red paper airplane arrow in the upper right corner. A message will open up. Fill in the message and send. Handing out assignments, offering tips or perspectives, or suggesting fun updates are some of the ways this messaging function can be used.

	MY STUDENTS	Message	×			
Ţ						
	Show 10 \$ entries	To *			Search:	
***	Showing 1 to 1 of 1 entri	(scovali@email.com) X				
	✓ Select Nam	Colone Summonly .				Action
Ø	Sand	Message *		nt Educator)	Active	
		Sandy, please complete the worksheet, Sleep Fun Challenge. Have fun.				
						Previous 1 Next

Students Viewing Education Messages

By clicking on the Messages tab on the left, students can view messages from the educator.

- HeartMath' Institute	= Wracheart	Alpha 1 Student
 Home Dashboard Messages 	MESSAGES Message BillyEducator Bob(Educator) sent you a message - "Welcome to the new course we talked about in class. Please begin unit 1 and fill out the pre-tracker. See you all on Monday, Mr. BillyBob"	@August 17, 2023
	New student(s) added via CSV (JSON Import. You have been added in Wiseheart course by BillyEducator Bob (Educator) - Mighty Mights.	() August 17, 2023

Making Students Inactive

For those students who are no longer part of a class, you have the option to make them inactive. Simply click on the empty box to the left of their name under the select heading and then click on the red **Make Inactive** button.

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♠ 	Home Dashboard Classrooms Students Notifications	MY STUDI Total User Lic Make I Show 10	Statu Search:	Active Show Passwords				
î	Packages	•	Name	Date of registration	Classroom	Added By	Status	Actions
Q	Support	0	John Getz	January 24, 2024	Herbert	You (Parent Educator)	Active	20
	a de la companya de l		Shawna Bishop	October 07, 2023		You (Parent Educator)	Active	20
							(Previous 1 Next